



### **NOTIFICATION OF PUBLIC HEARING CHECKLIST**

1. All property owners within a 500 foot radius of the property line shall receive timely notification of the public hearing. When Staff has determined that a public hearing can be scheduled, the applicant is required to do the following:
  - a. Obtain a certified list of the names and addresses of all property owners located within the 500 foot radius of the exterior boundary of the subject property.
  - b. Provide to the City one (1) printed individual set of self adhesive labels of the certified list, and one (1) copy of the list. These labels will be used by the City to notify the public of the hearing.
  - c. The certified list may be obtained in one of the following ways:
    - 1) The applicant may contract with any company listed below who will prepare the mailing list for a fee charged to the applicant. The City of Sunrise neither recommends nor endorses any of these companies, but is merely providing you with the names and phone numbers of those that are presently available to the City's knowledge. Fees may vary among these companies:

All Data Real Estate Systems	(954) 772-1800
Cutro & Associates	(954) 920-2205
Florida Real Estate Decisions	(954) 761-9003
NotificationMaps.com	(866) 752-6266
    - 2) Alternatively, the applicant may go to the Department of Public Information of the Broward County Property Appraiser at 115 South Andrews Avenue, Room 111, Fort Lauderdale. The office is open from 8:30 a.m. to 5:00 p.m. Monday through Friday, Phone # (954) 357-6957. With the provision of a folio ID number, staff will determine the radius and provide copies of the current tax roll. However, staff will not certify the accuracy or completeness of the list. Therefore, the accurateness of the list provided to the City for mailing is done so at the owner/agent's risk and must be supplemented with the attached affidavit.
2. Sign on site: At least fifteen (15) days prior to the City Commission meeting, the applicant shall place upon the property a four foot by four foot (4'x 4') sign facing each of the road rights-of-way on which the property fronts. If the property does not front on a road right-of-way the sign(s) shall be placed on the property in such a manner as to give maximum exposure to the public. The sign(s) shall remain on the property until the final

disposition of the site plan by the City Commission. The sign(s) must be removed within seven (7) days thereafter. Each sign shall contain large lettering which can be easily read by the public from the perimeter of the property, and said lettering shall indicate the following:

- a) Name of project
- b) Type of project (use)
- c) Address, date and time of public hearing
- d) Community Development phone number (954) 746-3281

This application includes an affidavit for the required posting of hearing notice signs on the site, which must be completed, signed, notarized and submitted to the City prior to the item being placed on the City Commission agenda. The applicant must also provide signed and dated photograph(s) of each sign and a copy of the site plan indicating the locations(s) of the required signage in reference to the subject site.

3. Check or money order for the filing fee, label mailing fee, advertising fee, etc. made payable to the City of Sunrise in the amount indicated by the fee schedule attached.

#### **Requirements for Public Hearing:**

1. When Staff has determined that the item is eligible to be heard at a Planning and Zoning Board meeting, the applicant shall submit the following to the Community Development Department for staff review one week prior to the first public hearing:
  - A mounted 24"x36" colored perspective rendering of the project.
  - A mounted 24"x36" colored board(s) depicting building elevations (north, south, east and west).
  - A mounted 24"x36" colored landscape plan.
  - Ten (10) 8.5" x 11" reduced color photographs of the perspective rendering of the project.
2. The applicant must attend all public meetings in which their request is considered.
3. Typically, the Planning and Zoning Board meets the first Thursday of the month unless otherwise stipulated. Meetings are held in the Commission Chambers commencing at 6:00 p.m.
4. Typically, the City Commission will take final action on the request on the fourth Tuesday of the month, at 6:30 p.m. in the City Commission Chambers.
5. Note: The City conducts an open permit/code violation search for all projects to be heard by the City Commission.

#### **FAILURE TO COMPLY WITH THESE REQUIREMENTS WILL DELAY THE APPROVAL PROCESS.**

**For Office Use Only:**

Staff Reviewer \_\_\_\_\_

- ☐ Notification list as labels (1)
- ☐ Copy of list (1)
- ☐ Photograph(s) of signs posted on site with date of posting
- ☐ Labeling Fee
- ☐ Filing Fee
- ☐ Advertising Fee
- ☐ Notarized Affidavits (1 original, 11 copies)
- ☐ Colored Perspective Rendering
- ☐ Colored Elevations
- ☐ Colored Landscape Plan
- ☐ 11 x 17 colored renderings and elevations (12)

**CERTIFICATION OF PROPERTY LIST AFFIDAVIT**

I, \_\_\_\_\_ (as the owner or the authorized agent),  
for the property known as \_\_\_\_\_, specifically  
located at \_\_\_\_\_, and if recorded in the  
\_\_\_\_\_ County Public Records than located in Plat Book \_\_\_\_\_, Page \_\_\_\_\_  
being first duly sworn, depose and say that I am the owner or agent of the Property described in  
the above application for public hearing; that I have submitted or have caused to be submitted a  
Property Owner List located within a 500 foot radius of the subject property and that to the best  
of my knowledge and belief said list is true and accurate.

The list of the names and addresses of all property owners located within the aforementioned  
radius of the exterior boundary of the subject property is to be made a part of this application. If  
the subject property constitutes only a portion of a contiguous ownership parcel, the exterior  
boundary from which the appropriate radius is to be projected will be the exterior boundary of  
the entire contiguous ownership parcel. All unit owners in a condominium building that partially  
falls within the applicable radius must be notified.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

State of \_\_\_\_\_,  
County of \_\_\_\_\_:

Sworn and subscribed to before me, a Notary Public, by \_\_\_\_\_,  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, who is either personally known to me  
or who has produced \_\_\_\_\_ as identification.

My Commission Expires:

\_\_\_\_\_  
Notary Public for the State of \_\_\_\_\_  
Print Name: \_\_\_\_\_

**OWNER'S SWORN CONSENT**

**PERMITTING REPRESENTATION AT PUBLIC HEARING**

I, \_\_\_\_\_ (all owners on deed / agents acting on behalf of owner), being first duly sworn, depose and say that I am the \_\_\_\_\_ owner \_\_\_\_\_ agent (check one) of the Property described in the above application for public hearing; that all the answers to the questions in this application, sketches, data, and other supplementary matter attached to and made a part of this application, are honest and true to the best of my knowledge and belief. I understand this application must be accurately completed before a hearing can be advertised. In the event that I, or anyone appearing on my behalf, am found to have made a material misrepresentation regarding this application, I understand the application can be cancelled, and any approval granted by the City can be made null and void by the City, at its sole option.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

State of \_\_\_\_\_,  
County of \_\_\_\_\_:

Sworn and subscribed to before me, a Notary Public, by \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, who is either personally known to me or who has produced \_\_\_\_\_ as identification.

My Commission Expires:

\_\_\_\_\_  
Notary Public for the State of \_\_\_\_\_  
Print Name: \_\_\_\_\_

**ATTORNEY'S AFFIDAVIT**

I, \_\_\_\_\_, being first duly sworn, depose and say that I am an Attorney at Law, licensed to practice in the State of Florida, that I represent the Owner of the property described above which is the subject matter of a proposed public hearing; that all data and other supplementary matter attached to and made a part of this application are honest and true to the best of my knowledge and belief. I understand this application must be accurately completed before a hearing can be advertised. I have advised my client that if any material misrepresentation is made regarding this application, either oral or written, can cause this application to be cancelled, and any approval granted by the City may become voided by the City of Sunrise, at its sole option.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name and Florida Bar No.

State of \_\_\_\_\_,  
County of \_\_\_\_\_:

Sworn and subscribed to before me, a Notary Public, by \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, who is either personally known to me or who has produced \_\_\_\_\_ as identification.

My Commission Expires:

\_\_\_\_\_  
Notary Public for the State of \_\_\_\_\_  
Print Name: \_\_\_\_\_

**OWNER'S SWORN CONSENT**

**PERMITTING TENANT TO FILE FOR A HEARING**

I, \_\_\_\_\_, being first duly sworn, depose and say that I am the owner of the Property described in the above application, which is the subject matter of the proposed hearing, and do hereby authorize \_\_\_\_\_, my tenant, to file this application, including representation for a public hearing.

Tenant's name and business address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

State of \_\_\_\_\_,  
County of \_\_\_\_\_:

Sworn and subscribed to before me, a Notary Public, by \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, who is either personally known to me or who has produced \_\_\_\_\_ as identification.

My Commission Expires:

\_\_\_\_\_  
Notary Public for the State of \_\_\_\_\_  
Print Name: \_\_\_\_\_

Note: Each owner of the Property must execute this affidavit.

**OWNER'S SWORN CONSENT**

**PERMITTING CONTRACT PURCHASER TO FILE FOR A HEARING**

I, \_\_\_\_\_, being first duly sworn, depose and say that I am the owner of the Property described in the above application, which is the subject matter of the proposed hearing, and do hereby authorize \_\_\_\_\_, my contract purchaser, to file this application, including representation for a public hearing.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

Contract purchaser's name and business address

\_\_\_\_\_  
\_\_\_\_\_

State of \_\_\_\_\_,  
County of \_\_\_\_\_:

Sworn and subscribed to before me, a Notary Public, by \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, who is either personally known to me or who has produced \_\_\_\_\_ as identification.

My Commission Expires:

\_\_\_\_\_  
Notary Public for the State of \_\_\_\_\_  
Print Name: \_\_\_\_\_

Note: Each owner of the Property must execute this affidavit.



**AFFIDAVIT OF POSTED NOTICE**

I, \_\_\_\_\_, (as the owner or authorized agent) for the property known as \_\_\_\_\_, located at \_\_\_\_\_, and legally described as \_\_\_\_\_, as recorded in the Broward County Records at Plat Book \_\_\_\_\_, Page \_\_\_\_\_, do hereby attest that I installed or caused to have installed, \_\_\_\_\_ sign(s) located on \_\_\_\_\_, 20\_\_\_\_, at the above referenced property in compliance with the City Code.

I attest that the photographs of the sign(s) attached hereto accurately reflect the location and content of the sign(s).

Further, I attest that in accordance with the City's Code, sign(s) posted will be removed within seven (7) days after the final disposition of the application by the City Commission.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

State of \_\_\_\_\_,  
County of \_\_\_\_\_:

Sworn and subscribed to before me, a Notary Public, by \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, who is either personally known to me or who has produced \_\_\_\_\_ as identification.

My Commission Expires:

\_\_\_\_\_  
Notary Public for the State of \_\_\_\_\_  
Print Name: \_\_\_\_\_

Attach photograph of sign(s)